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<b>Bulletin Number</b>	35012BR
<b>Type of Recruitment</b>	Interdepartmental Promotional Opportunity
<b>Department</b>	Human Resources Countywide Exams
<b>Position Title</b>	GENERAL MAINTENANCE SUPERVISOR
<b>Exam Number</b>	R6625D
<b>Filing Type</b>	Standard
<b>Filing Start Date</b>	04/28/2014
<b>Filing End Date</b>	05/16/2014
<b>Filing End Time</b>	5:00 pm PST
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	\$3,678.00
<b>Salary Maximum</b>	\$4,820.00
<b>Position/Program Information</b>	Supervises personnel engaged in general building maintenance and repair services and in related service functions. Positions allocable to this class typically report to a crafts manager and are responsible for supervising the work of general building maintenance personnel engaged in building maintenance and repair services including a variety of minor carpentry, electrical, masonry, painting, plumbing and various other related services. Position responsibilities include planning, assigning, and evaluating building maintenance and repair services and inspecting work for compliance to standards, and receiving and evaluating suggestion and complaints related to maintenance and repair services.
<b>Essential Job Functions</b>	<p>Plans, assigns, supervises, and evaluates the work of general building maintenance personnel performing a variety of minor carpentry, electrical, masonry, painting, plumbing, and related services.</p> <p>Inspects work for compliance to standards and to determine need for additional maintenance or repairs.</p> <p>Receives and evaluates suggestions and handles complaints regarding general building maintenance services.</p> <p>Keeps service and work records, and orders supplies and equipment.</p> <p>Supervises custodial, guard, transportation, grounds, or equipment maintenance functions in addition to general building maintenance as needed.</p> <p>Supervises the operation of heating, air conditioning, or sewage disposal equipment as needed.</p> <p>Supervises institutional or jail inmates in assisting in general building maintenance work as needed.</p>
<b>Requirements</b>	<b>MINIMUM REQUIREMENTS:</b> Four years' experience in general building maintenance and repair, involving a variety of minor carpentry, electrical, masonry, painting, and plumbing work, one year of which must have been in a specialized or supervisory capacity in the County service*.
<b>Physical Class</b>	Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

**License(s) Required** A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special Requirement Information** \* Specialized or supervisory capacity in the County service means experience at the level of Los Angeles County's class of Senior General Maintenance Worker performing duties such as supervising and participating in a small crew performing a variety of minor general building maintenance and repair work such as carpentry, electrical, masonry, painting, plumbing, mechanical, and other related work. For positions performing in a non-supervisory capacity, incumbents function independently and perform the more difficult repair and maintenance work.

**OUT OF CLASS EXPERIENCE WILL BE ACCEPTED FOR THIS EXAMINATION, HOWEVER VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE CONSIDERED. ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING OUT OF CLASS EXPERIENCE, WILL BE EVALUATED AT FACE VALUE TO DETERMINE THE APPLICANT'S QUALIFICATIONS. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.**

**Withhold Information:** Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements at the time of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

**APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE MINIMUM REQUIREMENTS WHILE WORKING OUTSIDE OF THEIR CLASSIFICATION WILL NOT BE PLACED ON WITHHOLD STATUS.**

**Examination Content**

This examination will consist of TWO (2) parts:

**PART I:**

A written test that contains both paper and pencil and computerized components weighted 75% covering mechanical principles (basic knowledge of carpentry, electrical, masonry, painting, and plumbing), mechanical principles (tool identification), mechanical comprehension, safety orientation, achievement, collaboration, confidence, reliability, compliance, and safety judgment.

Only those candidates who pass the written test will be eligible to proceed to the interview portion of this examination.

**PART II:**

An interview weighted 25% . The interview will assess oral communication, team lead ability, flexibility, and conflict management.

Applicants who are also concurrently applying for General Maintenance Worker ( Exam Number R6619G ) and Senior General Maintenance Worker ( Exam Number R6622E ) will take the written test one time. The resulting score will be transferred to all applicable examinations for which you applied.

Applicants who have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new

examinations. Upon application is received, your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least a year.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Applicants must meet Minimum Requirements and achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the Eligible List.

**Special  
Information**

**TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR EMPLOYMENT TESTS:**

An interactive, Online Test Preparation System for taking practice tests and viewing information guides may be accessed on the Department of Human Resources website at: <http://hr.lacounty.gov>. Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

You can also access practice tests for the computerized version of the test by going to the following website:

<http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy  
Information**

An eligible list resulting from this examination will be used to fill vacancies at various Los Angeles County departments.

**Eligibility  
Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible list for a period of twelve (12) months following the date of promulgation.

**Job Opportunity  
Information**

**Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name on the employment application.**

**Application and  
Filing  
Information**

All applicants are required to submit a Standard County of Los Angeles Employment Application ONLINE only. Applications will not be accepted by mail, fax, or in person.

**INSTRUCTIONS FOR FILING ONLINE:**

To access this bulletin online, visit our website at <http://hr.lacounty.gov> or enter the direct link below:

[https://sjobs.brassring.com/1033/asp/tg/cim\\_jobdetail.asp?partnerid=25082&siteid=5045&areq=35012BR](https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=35012BR)

Apply online by clicking on the tab above or below this bulletin that reads "Apply to Job".

Applicants may upload required or additional documents (i.e. copy of degree, certification, etc.) as attachment(s) at the time of filing or during the examination process.

The acceptance of your application depends on whether you have clearly shown that you meet the MINIMUM REQUIREMENTS. Please fill out the application completely and correctly. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

**SOCIAL SECURITY NUMBER:**

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries through Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:**

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los Angeles Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

**COUNTY OF LOS ANGELES BULLETIN INFORMATION**

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department Contact Name**

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**Department Contact Phone**

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**Department Contact Email**

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**ADA Coordinator Phone**

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**Teletype Phone**

(800) 899-4099

**California Relay Services Phone**

(800) 735-2922

**Job Field**

Building Crafts/Facilities Maintenance

**Job Type**

Service/Maintenance

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